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**CONFIDENTIAL**

12 May 1950

MEMORANDUM FOR: Chief, Training Division

SUBJECT: Recommended Procedure for Handling Students in the ATB

*Area Training Branch*  
(1) RECRUITMENT AND INITIAL PROCESSING:

The recruitment, administrative handling and initial security indoctrination of candidates for training in ATB should be undertaken by the sponsoring branch of each student concerned. The sponsoring branch should provide each potential student with cover which will be appropriate not only during the period of training but also after its completion. The Area Training Branch will coordinate with the sponsoring branches in this phase of student handling and assist as far as practicable. It must be borne in mind however that ATB is neither equipped nor qualified to be solely responsible for the performance of these functions.

(2) ENROLLMENT:

Either concurrent with or after the processing mentioned above the respective sponsoring branches should submit training request forms to the RSO of TRD. Only the pseudonym of the student should appear on the training request form. Real names of students should be submitted to the Reports and Scheduling Officer, TRD by secure means. In each instance the Case Officer, the TLO concerned, or a representative of the sponsoring branch should arrange to meet with a representative of ATB to discuss student cover while in training.

(3) BRIEFING:

Briefing of students is the responsibility of the sponsoring branch. It should be a continuous process begun with the first contact with the student during recruitment and carried faithfully through to its completion. This briefing should be complete before entry of the student into training.

(4) CONTACTS:

Any contacts desired between sponsoring branches and the student during the training period can be arranged by the branch concerned by requesting such a contact through the Chief, ATB, or his representative. Covert status of students must be kept in mind in effecting such contacts.

(5) EVALUATIONS:

Evaluations of students will be prepared by ATB at the conclusion of each of the three phases of instruction and will be furnished the sponsoring branch or division. These will be consistent in method with other evaluation reports of TRD. Training Liaison Officers may discuss these reports and matters related thereto with ATB personnel preparing them as desired.

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